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ENG 1000-003

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Required Texts:*A Writer's Workshop* Bob Brannan*The Little, Brown Handbook* H. Ramsey Fowler and Jane E. Aaron**Course Description:**

Graded (ABC/NC) (Does not count toward graduation, but course grade does count in GPA.) A course in the improvement of the fundamentals of entry-level college writing skills. Practice and instruction in the development of an individualized process of analytical reading, prewriting, drafting, revising, editing, and proofreading. Required of students who do not meet the prerequisites for ENG 1001G.

Objectives:

1. Demonstrate college-level writing produced through an individualized process of rewriting, drafting, revising, editing, and proofreading
2. Write expository and persuasive documents throughout the semester (a minimum of 6,000 words and at least five different larger writing assignments) in thesis-based and non-thesis-based prose.
3. Develop research skills to understand and critically evaluate diverse reading materials.
4. Craft paragraphs that exemplify paragraph unity.
5. Write well developed paragraphs and sentences that are direct, economical, free of ambiguity, and structurally appropriate for the ideas expressed and the audience addressed.

Attendance:

Attendance is a crucial element of this class, so in order to understand the concepts for each assignment, you will need to attend class on a regular basis. According to EIU's absence policy, in order for an absence to be excused, you must provide documentation (i.e. doctor's note, ER receipt, Health Services receipt, etc.). This documentation is required the day you return to class. It is your responsibility to initiate plans for make-up work and to complete it promptly. You will be allowed **4 unexcused** absences. You may use these absences however you would like, but each absence thereafter results in the subtraction of **5% of your final grade**. This means that **7 or more unexcused absences is an automatic failure (NC) for the course**. Please use your absences wisely. I also will reward students with perfect attendance. If you are present for every scheduled class and conference this semester, you will earn 2% percentage points on your final grade.

Late Work:

Your work is due on the designated date even if you are absent from class. In order to earn full credit, you must put the assignment in my mailbox (CH 3155), bring it to my office (CH 3033), or send it through WebCT. I will not accept homework through Panthermail.

Late papers will be penalized one letter grade per each day the paper is late (including weekends). For example, if the paper is due Monday by 4:00 pm and you do not turn it in until Wednesday at 6:00 pm, then the best grade you can earn is an 80%.

I am aware that there are occasions when circumstances may prevent the completion of work, and I may be willing to grant additional assistance or extensions. BUT YOU MUST CONTACT ME WELL BEFORE THE DUE DATE because I will not grant an extension the day the paper is due.

I will not accept daily work late—homework from the textbook. If you are absent from class, in order to earn credit for the assignments, you must put the assignment in my mailbox (CH 3155), bring it to my office (CH 3033), or send it through WebCT the day the assignment is due. I will not accept homework through Panthermail.

Participation (40 points):

Frequent and subsequent class participation is necessary to succeed in this class, and as a result, fulfills a significant portion of your final grade (40 points). In order to earn the full participation points, I expect you to contribute

substantial, well-thought out comments and questions to the class discussions, during group work, as well as during class lectures and workshops.

Repeated tardiness (every 2 tardies counts as 1 absence), sleeping in class, coming unprepared to class (no textbook), and the use of cell phones will also result in the subtraction of participation points.

Cell Phone Policy:

The use of cell phones is prohibited during class time. Please refrain from using your cell phone, which includes talking on, texting, looking at or checking your phone, or anything else that might be considered using your cell phone for the full 50 minutes of class. This explanation of my policy represents your first warning. If I see you doing any of these actions during class time, I will ask you to leave, and you will be given an unexcused absence for the class and unable to earn credit for any of the assignments due during that class period.

Peer Reviews (60 points):

You will complete several peer reviews during the course of the semester. These peer reviews are important and will help you learn how to not only find mistakes, but also how to fix them—an essential writing and revising skill. **In order to earn the full points for the peer review, you must be present in class and have a completed rough draft.** You will be graded on not only the completion of these peer reviews but also the quality of the feedback.

Conferences:

I will require you to meet with me in several conferences during the semester. These appointments are essential for individual attention regarding your strengths and weaknesses in the writing process. This will be your opportunity to ask specific questions about the paper and your writing in general. Please remember the appointment and come prepared. We will meet for conferences every Friday, but you will only be required to come every other Friday. I will create and announce the conference schedule after the first week of class. We will not have scheduled class that day, so if **you miss a conference, it will count as 2 unexcused absences.**

Conference Journal:

You will be required to maintain a spiral bound conference journal that you must bring to each conference. This journal should be used in preparation for the conference by writing down questions and problems for each essay as you are drafting and revising. You should also use this journal to take notes during the conference regarding issues we discuss as well as noting the work required for the next conference.

Revisions:

You will be able to submit 3 of the 6 essays for revision. These revisions must be discussed with me prior to submitting for a revised grade. You can discuss these revisions during a scheduled class conference or during my office hours. The revision is due one week after it has been returned to you. For example, if the graded essay was returned on Monday, you must meet with me, revise the essay, and turn it in no later than the following Monday. The revisions must be substantial, well-thought out, and reflect an application of the comments I provided with the final draft and conferences in order to receive credit. Simple editing is not considered substantial revisions. The revision of an essay does not guarantee an increase in grade.

Assignments and Grading:

Class Participation	40 points
Peer Reviews	60 points
Journals/Homework	approx. 70 points
Essay 1	40 points
Essay 2	40 points
Essay 3	60 points
Essay 4	80 points
Essay 5	100 points
Essay 6	130 points
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Total	620 points

Grading Scale for Final Documents and Final Grade:

100-90%= A 89-80%= B 79-70%= C 69-60%= D 59-50%= F

This is an A,B,C/NC course. Any student earning a 69% or less will receive an NC or No Credit for the course

Formatting:

Unless otherwise indicated, all class work must be typed. If an assignment is not typed, I will not accept it.

When you submit the larger assignments, they will be submitted in a two-pocket folder that holds all pre-writing, outlines, drafts, and peer review comments.

Always keep a personal copy of any polished paper you submit to me. Save it on a flash drive in rich-text format, as well, so it could easily be submitted to the EWP.

Secure all sheets together. Be sure to include page numbers.

On the first page put a title and the following:

Your name

Assignment Number

English 1000

Rodems

Date

Office Hours:

We will meet several times during the semester in my office to go over specific elements of your writing; however, if you are having trouble with the material in this course, or if you simply want reassurance that you are on the right track, please do not hesitate to come see me. Many times a short conversation to clarify assignment concepts can be very helpful, may even save you time later, as well as improve your chances of success in this class. I have posted office hours, but I can also make arrangements to meet at other times to accommodate your schedule.

The best way to get in contact with me is through my Panthermail.

Office of Disability Services:

If you have a documented disability that may require assistance, you will need to contact the Office of Disability Services (581-6583).

Plagiarism:

According to the English Department's policies on plagiarism:

Any teacher who discovers an act of plagiarism—"The approbation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one's own original work" (Random House Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments, of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Student Standards Office.

Writing Center:

I encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing center consultants who can help you with brainstorming, organizing, developing support, and documenting your papers.

The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress.

To schedule an appointment, you can drop by the center (3110 Coleman Hall) or you can call 581-5929. The writing center is open Monday through Thursday, 9 a.m. to 3 p.m., and 6 p.m. to 9 p.m. Friday's hours of operation are 9 a.m. to 1 p.m.

Schedule of Assignments

This schedule may change at any time according to the needs and demands of the class. Make sure you always bring it with you and check d2L in case of modification.

<p><u>Monday 8/20</u></p> <p>Introductions, course overview, and diagnostic essay.</p>	<p><u>Wednesday 8/22</u></p> <p>Diagnostic Essay Due Assign Essay #1</p> <p>HW: Read Chapter 3 complete 3.3, 3.7, 3.10</p>	<p><u>Friday 8/24</u></p> <p>Discuss Chapter 3</p> <p>HW: Read Chapter 5 complete 5.2, 5.3, 5.5, 5.9</p>
<p><u>Monday 8/27</u></p> <p>Discuss Chapter 5 Prep for draft workshop</p> <p>HW: Rough Draft due Wednesday</p>	<p><u>Wednesday 8/29</u></p> <p>Essay #1 Rough Draft Due Peer Review</p>	<p><u>Friday 8/31</u></p> <p>Conferences No Scheduled Class</p>
<p><u>Monday 9/3</u></p> <p>Labor Day-No School</p>	<p><u>Wednesday 9/5</u></p> <p>Conferences Cancelled</p>	<p><u>Friday 9/7</u></p> <p>Conferences No Scheduled Class</p> <p>HW: Revise Essay 1-Final Draft due Wednesday</p>
<p><u>Monday 9/10</u></p> <p>Conferences</p>	<p><u>Wednesday 9/12</u></p> <p>Essay #1 Due Assign Essay #2</p> <p>HW: Read Chapter 15 complete journal on page 358 (Journal 15.1), and 15.5-pick 2</p>	<p><u>Friday 9/14</u></p> <p>Discuss Chapter 15</p>
<p><u>Monday 9/17</u></p> <p>Prep for draft workshop</p> <p>HW: Rough draft due Monday</p>	<p><u>Wednesday 9/19</u></p> <p>Conferences Essay #2 Rough Draft Due to D2L website by 11:59 pm</p>	<p><u>Friday 9/21</u></p> <p>Conferences</p>
<p><u>Monday 9/24</u></p> <p>Conferences</p> <p>HW: Revise Essay 2-Final Draft due Wednesday</p>	<p><u>Wednesday 9/26</u></p> <p>Essay #2 Due Assign Essay #3</p> <p>HW: Read Chapter 9 complete journal on page 196 (Journal 9.1), 9.2, 9.4</p>	<p><u>Friday 9/28</u></p> <p>Discuss Chapter 9</p>

<u>Monday 10/1</u> Prep for draft workshop HW: Rough draft due Wednesday	<u>Wednesday 10/3</u> Essay #3 Rough Draft Due Peer Review	<u>Friday 10/5</u> Fall Break-No School
<u>Monday 10/8</u> Conferences	<u>Wednesday 10/10</u> Conferences Midterm	<u>Friday 10/12</u> Conferences HW: Revise Essay 3-Final Draft Due Monday
<u>Monday 10/15</u> Essay #3 Due Assign Essay #4 HW: Read Chapter 11 complete journal on page 248 (Journal 11.1), 11.1, and 11.4	<u>Wednesday 10/17</u> Chapter 11	<u>Friday 10/19</u> Prep for draft workshop HW: Rough Draft due Monday
<u>Monday 10/22</u> Essay #4 Rough Draft Due Peer Review	<u>Wednesday 10/24</u> Conferences	<u>Friday 10/26</u> Conferences
<u>Monday 10/29</u> Conferences HW: Revise Essay 4- Final draft due Wednesday	<u>Wednesday 10/31</u> Essay #4 Due Assign Essay #5 HW: Read Chapter 16 complete journal on page 388 (Journal 16.1), 16.1, and 16.4	<u>Friday 11/2</u> Discuss Chapter 16
<u>Monday 11/5</u> Prep for draft workshop HW: Rough draft due Wednesday	<u>Wednesday 11/7</u> Essay #5 Rough Draft Due Draft Workshop	<u>Friday 11/9</u> Conferences

<u>Monday 11/12</u> Conferences	<u>Wednesday 11/14</u> Conferences HW: Revise Essay 5-Final Draft due Friday	<u>Friday 11/16</u> Essay #5 Due Assign Essay #6 HW: Outline due Monday
<u>Monday 11/19</u> Thanksgiving Break	<u>Wednesday 11/21</u> Thanksgiving Break	<u>Friday 11/23</u> Thanksgiving Break
<u>Monday 11/26</u> Outline Due	<u>Wednesday 11/28</u> Essay #6 Rough Draft Due Peer Review	<u>Friday 11/30</u> Conferences
<u>Monday 12/3</u> Conferences	<u>Wednesday 12/5</u> Conferences HW: Revise Essay 6-Final Draft due Friday	<u>Friday 12/7</u> Essay #6 Due Have a great winter break!